

## LOCKSMITH

### **JOB SUMMARY**

Under general supervision of the Supervisor of Maintenance/Operations, using considerable journey level skills, repairs, maintains, installs and adjusts keyed and combination locks and related hardware.

### **EXAMPLES OF DUTIES**

Inspects, maintains, installs repairs locks; dismantles and rebuilds various types of locks and changes combinations and parts; cuts or makes keys, stamps numbers and enters in log book; re-keys locks; adjusts and installs door closers, panic bars, emergency opening or alarm equipment, hinges, sliding window and door hardware; orders necessary equipment and materials; keeps records of time and materials; performs other related duties as needed; works overtime in emergency situations.

### **EMPLOYMENT STANDARDS**

**Experience:** Any combination equivalent to three year's journey level locksmith experience.

**Knowledge of:** Methods, materials, tools and equipment used in the locksmith trade; building and equipment hardware and its application.

**Ability to:** Be bonded; repair locks; make keys; use and maintain hand tools; keep accurate records; follow oral and written instructions; work cooperatively with others; maintain insurability to drive a District vehicle.

**License:** A valid Class 3 California Driver's License.

### **PHYSICAL STANDARDS**

*The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this maintenance worker/tradesperson category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Work Environment:** While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold and adverse weather conditions. The employee may be required to work at varying heights. The employee will work near or with moving mechanical equipment such as jackhammer, power saw, sander, cement resurfacers, etc. The

employee will regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with severe time constraints.

Employees are provided with individual work vehicles and must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud area.

**Physical Demands:** The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to handle and to feel objects, tools, and controls with which to operate specialized equipment and tools. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee continuously uses hand strength to grasp tools and climb on to ladders and scaffolding. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently engage in heavy labor including the ability to lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 100 lbs such as motors, jackhammers, furniture, lumber, etc. The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinets, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District facilities. The employee must be able to hear and speak to receive and exchange information.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*